

GEORGIA DEPARTMENT OF LABOR
EMPLOYMENT SECURITY AGENCY
ADMINISTRATIVE SERVICES DIVISION
RECORDS MANAGEMENT AND CONTROLS

Application Number

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: July 30, 1980

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received

Application No.

Date Completed

SEP 18 1980

75-102-A

NOV 17 1980

Record Series Title: 75-102 MDTA Client Case Files

Person to Contact:

Item number to be amended: Item 16 on old form
Item 10b on new form (3/80)

Telephone No. 656-3040

Reads as follows: "no" on confidentiality of records

Amended to read: "yes" on confidentiality of records

62 Code 54-637 (1)

Reason for change: Public service employee records under CETA remain open to public inspection; all other personal records including financial records shall be made "available to the public to the same degree that it makes such information available about its employees." Georgia State Merit System regulations therefore make all except PSE employment records confidential.

AUTHORITY: Federal Register, July 20, 1979; 29-70.203b-3b1,2.

Division Director/Designee: *[Signature]*

Date 9/2/80

Records Management Officer (RM&C): *[Signature]*

Date 4/30/80

ESA Director: *[Signature]*

Date

State Auditor/Designee: *[Signature]*

Date 10-30-80

Secretary of State/Designee: *[Signature]*

Date 10-27-80

Attorney General/Designee: *[Signature]*

Date 11-12-80



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date 3-19-75	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention Records Management Officer	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DL-023		Date Received MAR 21 1975	Application No. Date Completed 75-102 APR 15 1975
3. Agency, Division, Subdivision & Administering Office Address Georgia Department of Labor Manpower Programs Development Division Central Records Section, Room 130, IBEW Building Atlanta, Georgia 30312		Person to Contact Joyce H. Eunice	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED		5. Working Title State Manpower Program Coordinator	
8. Earliest & Latest Dates of Series 1962 - Date	9. Exact Series Title Manpower Development and Training Act (MDTA) Client Case Files		

10. What is the function of the office in which this record series is created?

The Manpower Program Development Division is responsible for compiling and disseminating state and area manpower and labor market information and conducting related research. The Division develops new and experimental manpower programs and negotiates all contracts for manpower services.

The Central Records Section is responsible for supervising, regulating and monitoring the enrollments, placement in components and termination of clients in the Comprehensive Employment Training Act and the Manpower Development and Training Act programs. The Section also makes reports on all aspects of the programs to the Federal Power Administration, State Manpower Planning Council, Governor's office, Local Program Operators, and Prime Sponsors.

1. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Maintaining enrollment, termination and follow-up records on individuals participating in various training programs.

Included are: Information identifying the client and project; information gathered in the follow-up of clients to verify their activity in the project, and benefits received from the program and information gathered when the client is terminated. Forms included are Applicant Information Record (MA-101), Current Job Status Report (MA-103), Individual Termination/Transfer Report (MA-102), MDTA Monthly Progress Report Institutional Training Projects (D/L MT-5), and Manpower Development and Training Allowance Activities (ES-214B)

File is arranged: Geographically by district; thereunder numerically by project number.

EQUIPMENT ACQUIRED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	32	48		2	3
Legal-size File Drawers			Floor Space Occupied (square feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	10	5
				-	-

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☒ [X] ☐ []
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout?
Printouts about individual activity received from information ☒ [X] ☐ []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? (Employment Security Manual, Part II, Chapter 11700 and MDTA Handbook, Chapter VI, Section IX.C., Page 228) ☒ [X] ☐ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept project (final action 6th month follow-up on trainee) (3 yrs. following final action on)

a. ☒ [X] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☒ [X] FEDERAL LAW e. ☐ [] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE

MDTA HANDBOOK - "The records for such trainees shall be held for 3 years following final action on all matters."

ADMIN. PROC. MANUAL - Part II, 11717.01 "MDTA Enrollment Records become obsolete 3 years from date of last action."

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☐ [] FISCAL YEAR ☒ [X] OTHER See Below, then:

Upon completion of 6-month follow-up of all trainees, transfer to inactive file.

Cut-off inactive file at end of each fiscal year; hold in current files area 1 year; then

MDT Section (Central Office file: Transfer to State Records Center; hold 2 years; then destroy.

District Office File: Transfer to local holding area; hold 2 years; then destroy.

Trainee Activity Printout: Hold in current files area until up-dated report is received; then destroy.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John C. Arnold</i>	3-19-75		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Julia O. Cloutier</i>	3-19-75
	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Rypa</i>	4-14-75
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll Hart</i>	4-11-75
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Robert L. Shell</i>	4-14-75

STATE RECORDS COMMITTEE



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Labor Manpower Programs Development Division Central Records Section, Room 130, IBEW Building Atlanta, Georgia 30312		4. Person to Contact Joyce H. Eunice	5. WORKING TITLE State Manpower Program
7. ACTION REQUESTED		6. TEL. NO. 656-6330	

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1962 - Date	9. Exact Series Title MDTA - Enrollment, Termination and Follow-Up Manpower Development and Training Act files
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10. What is the function of the office in which this record series is created?
- The Manpower Program Development Division under the General Direction of the Deputy Director of Manpower, Employment Security Agency is responsible for compiling and disseminating state and area manpower and labor market information and conducting related research. The division develops new and experimental manpower programs and negotiates all contracts for manpower services.
- The Central Records Section is responsible for supervising and regulating the enrollment and termination of clients in the MDTA program. It is responsible for reports of activities to Federal and State offices.

ORIGINAL APPLICATION

1. This file contains the following documents (include form numbers and titles, if any, and file arrangement).
- Documents relating to enrollment, termination and follow-up of clients in various training programs.

Included are: MA-101 forms which identifies the client and project; MA-102 forms which terminates the client; and MA-103 forms which follow up on client to verify benefits of program.

The file is arranged numerically by project number by local office.

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	32	48		2	3
Legal-size File Drawers			Floor Space Occupied (square feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	Preceding Year's	All Prior Years
				10	5
				-	-

QUESTIONNAIRE Place an "X" in the proper column. If answer is "YES," please explain.

- | | YES | NO |
|--|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? (Employment Security Manual, Part II, Chapter 11700 and MDTA Handbook, Chapter VI, Section IX.C., Page 228) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept (3 yrs. following final action on project (final action 6th month follow-up on trainee))
- | | | | | | |
|---------------------------------------|---|--|--|---|--|
| a. <input type="checkbox"/> STATE LAW | b. <input type="checkbox"/> STATUTE OF LIMITATION | c. <input type="checkbox"/> AUDIT PERIOD | d. <input checked="" type="checkbox"/> FEDERAL LAW | e. <input type="checkbox"/> ADMINISTRATIVE DECISION | f. <input type="checkbox"/> HISTORICAL VALUE |
|---------------------------------------|---|--|--|---|--|
- MDTA HANDBOOK - "The records for such trainees shall be held for 3 years following final action on all matters."
- ADMIN. PROC. MANUAL - Part II, 11717.01 "MDTA Enrollment Records become obsolete 3 years from date of last action."

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER See Below, then:

Upon completion of 6-month follow-up of all trainees, transfer to inactive file.

Cut inactive file at the end of each fiscal year and hold in current files area 1 year; then

- (1) MDT Section (Central Office) file: transfer to State Records Center, hold 2 years and destroy, except that at time of destruction a random sampling of one cubic foot of files for all years ending in 0 and 5 will be retired to the State Archives for perminate retention.
- (2) District Office file: transfer to local holding area, hold 2 years, destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <u>[Signature]</u> Date <u>3-19-75</u>	OTHER REQUIRED SIGNATURES <u>[Signature]</u>	DATE <u>3-19-75</u>
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Secretary of State/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Attorney General/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	[Blank]

STATE RECORDS
COMMITTEE